

## Highgate Neighbourhood Forum – Committee Meeting

Thursday 11<sup>th</sup> July 2013

**Present:** Maggy Meade-King, Susan Rose, Alicia Pivaro, Stuart Cox, Michael Hammerson, Elspeth Clements, Jim Meikle, Neil Perkins, Dion Watts, Allan Rapley, Ian Henghes, Harley Atkinson

**1 Apologies:** Stuart Bull, Rachel Allison, Simon Briscoe, Valerie Leach, Louise Lewis

### 2 Committee Posts

The following were agreed:

Chair	Maggy Meade-King
Deputy Chair	Elspeth Clements
Secretary (joint)	Susan Rose and Harley Atkinson
Treasurer	Neil Perkins
Membership	Louise Lewis
Data	Simon Briscoe
Schools liaison	Ian Henghes (support: Alicia Pivaro and Dion Watts)
Web and IT	Ian Henghes
PR and marketing	Alicia Pivaro
Social media	Dion Watts
Community engagement	Stuart Cox
External relations	Michael Hammerson

### 3 Neighbourhood Plan

EC tabled a report on progress. Highlights included:

- JM has set out the overall structure and will be editor of the final Plan
- Six Working Groups and five Strategic Area Groups all progressing
- A skeleton Plan will be put before the next Committee meeting for approval, with target completion in October
- Further consultations within the Area before submission to the Councils, Examiner report, final amendments as necessary, and Referendum.

All major development sites will be reviewed and the owners (where possible) identified and contacted. It was noted that the Magistrates' Court site is now on the market.

The plan for Thame has been identified as a useful model; EC will distribute a link to it.

**Action: EC**

Funding for plan production is being channelled via Lauderdale House Trust to the Forum; EC will circulate a breakdown of costs as proposed (total £6995).

**Action: EC**

Support (advice and workshops) is available from Planning Aid (Amy Tyler Jones).

MMK noted that it is necessary to keep a catalogue of every meeting, both internal and external, and both past and future; MMK will write to group heads to highlight this and IH will set up a structure for a schedule of meetings.

**Actions: MMK, IH**

#### **4 Status of the Forum**

It may be beneficial for the Forum to be incorporated and/or be registered as a charity. AR and NP will investigate options.

**Action: AR, NP**

#### **5 Confidential data**

Hard copies of confidential data should be held by the Secretary. SR and HA will consider what information needs to be held in this way, and its security.

**Action: SR, HA**

IH will set up a secure area for storage of such data in electronic form.

**Action: IH**

#### **6 Activities outside the Neighbourhood Plan**

It was noted that as the Plan develops it needs to be coordinated with other initiatives within the Area; examples cited were Highgate Society (eg actions on signage and the Highgate Bowl), the Athlone House Action Group and the Hampstead Heath Ponds Project. MMK will write to affiliates to request coordination of such activities with the Forum.

**Action: MMK**

#### **7 Council Consultations and Planning Applications**

It was agreed that (at least while the Plan is in formation) the Forum need not in general respond to such consultations, but that marginal cases will be referred to Committee. This principle may change following adoption of the Plan.

#### **8 Future role of the Forum (post-Plan)**

It had been suggested to us that the sole purpose of the Forum is to produce the Plan, but this is not consistent with the Localism Act nor with our Constitution. Although the Plan is the one thing the Forum must do, there are other actions which it may undertake within the Act. We may need a separate Action Plan to set out our objectives. This will be considered at a later Committee.

#### **9 Other Business**

Membership update: about 30 new members joined at the Fair and many more showed interest.

Register of Committee members' Interests: HA will email the questionnaire to those members who have not already completed it.

Next meeting: date to be determined by online poll – MMK to organise.